

City of Santa Clara Benefit Summary Overview for Bargaining Unit #9 Miscellaneous Unclassified Management

This summary provides a brief overview of the City of Santa Clara's benefits available to Unit #9 employees. If there is a conflict between the information in this summary and the official plans/contracts, the official documents will determine how the plans work and the benefits they pay. The information contained in this brochure is based upon the December 15, 2005 – December 13, 2008 Memorandum of Understanding for Unit #9. Benefits are subject to change.

Vacation:

- Vacation is accrued bi-weekly, for use after six months of City service
 - For 1 - 4 years of service: 10 days (80 hours)/year
 - For 5 - 9 years of service: 15 days (120 hours)/year
 - For 10+ years of service: 21 days (168 hours)/year
- Employee may convert up to 40 hours/calendar year accrued vacation to cash (under MOU provisions)
- Employee may make a second conversion up to 40 hours/calendar year accrued vacation to cash, if sufficient balance is available
- Regardless of length of City service, full vacation payoff upon termination (or retirement)

Sick Leave:

- Sick leave is accrued bi-weekly for equivalent of 96 hours/year with no maximum accrual for use
 - Up to 48 hrs/calendar year of accumulated sick leave may be used for family illness
 - Up to 32 hrs/calendar year of accumulated sick leave may be used for personal leave
- Employee may convert sick leave to vacation once per year (annual maximum conversion is 96 hours sick to 48 hours vacation)
- Partial sick leave payoff provision on retirement depending on years of service and sick leave cap (1,500 hours in addition to balance as of 01/01/04)

Bereavement Leave:

- Employees are eligible for up to 40 hours of Bereavement Leave per death occurrence. The amount of leave depends on relationship of family members as specified in the Memorandum of Understanding and Personnel and Salary Resolution.

Management Leave:

- Sixty-four (64) hours of management leave will be credited to management employees each January 1st
 - New employees hired between January 1st and June 30th receive 64 hours of management leave their first year
 - New employees hired between July 1st and December 31st receive 32 hours of management leave their first year
- Unused leave does not carry over from year to year

Compensatory Time Off (Unclassified CTO):

- Limited to 2 hours per shift, and may be used in hourly increments or with other accrued time off
- Unclassified CTO use must be approved by Department Head or management staff; Department Heads do not need City Manager approval

Holidays:

- Thirteen (13) paid eight-hour holidays per year

Retirement:

- Membership in the California Public Employees Retirement System (CalPERS) 2.7% @ 55 Plan
Employee pays approximately 8% of gross pay, minus \$61 bi-weekly
- Social Security and Medicare (FICA)
Employee pays 6.20% (Social Security) and 1.45% (Medicare) of gross pay

Deferred Compensation:

- Voluntary plan through Hartford Insurance
- Employee may defer the lesser of \$15,500/year or 100% of gross compensation. Employees over 50 years of age may defer \$20,500/year.

Health Insurance:

- Choice of health insurance plans is available through PERS Health Insurance Program
- Health allocation of \$561.90/month (reimbursement provided if allocation is not used to pay for health or LTD premiums)
- Employee electing health coverage with premiums above the Health Allocation will pay additional premium costs from salary. Health insurance premium deductions are taken on a pre-tax basis.
- Coverage is effective the first of the month after date of hire

Dental Insurance:

- City Dental Reimbursement Plan
- Maximum reimbursement \$2,000 per family per year
- Coverage begins the first of the month following date of hire
- Eligible for first reimbursement first of the month following 30 days of City service

Professional Development/Non-Recoverable Health Services:

- \$700/year allocation from Total Compensation for covered elements of the program
- Disbursed annually on or about November 15

Flexible Spending Account (IRS Section 125 Plan):

- Employee may contribute up to \$5,000 per calendar year in pre-tax dollars to health care spending account
- Employee may contribute up to \$5,000 per calendar year in pre-tax dollars to dependent care spending account

Life Insurance:

- Basic Life Insurance coverage is effective the first of the month after one calendar month of employment
- City pays for \$50,000 coverage
- Additional optional insurance may be purchased by the employee
- Optional Life Insurance may be purchased for the spouse, domestic partner, and/or dependent children

Retiree Medical Reimbursement Program:

- Employees who retire from the City after 12/21/03 with at least ten (10) years of service shall receive reimbursement to help cover retiree single health insurance premiums. The reimbursement maximum includes the PEMHCA minimum.
- Up to age 65, retirees are eligible for reimbursement up to \$278/month in 2008 (amount adjusted annually).
- After age 65, retirees are eligible for reimbursement up to \$168/month in 2008 (amount adjusted annually).

Auto Allowance (an alternative to mileage reimbursement or use of a City vehicle):

- Department Heads receive \$250 per month (up to \$450, with City Manager approval, based on required driving)
- Assistant Department Heads and Division Managers receive \$150 per month (up to \$300, with City Manager approval)

Long Term Disability (LTD):

- Long Term Disability Insurance coverage is effective the first of the month after one calendar month of employment
- Benefit is 60% of basic wage up to \$13,333, for a maximum benefit of \$8,000 per month
- Sixty (60) calendar day waiting period

Tuition Assistance Program:

- A tuition reimbursement program is available to assist in funding job-related course work for employee development. The program covers tuition and books, but is subject to Department Head approval and department budget.

Emergency Paid Leave:

- Maximum benefit: 320 hours paid leave (4 pay periods)

Family Medical Leave:

- Per federal law, if the employee has worked 1,250 hours in the past year, 12 weeks of unpaid family medical leave is available in a rolling one year period

Employee Assistance Program:

- Confidential counseling to employee and dependents at no cost to employee
- Employees may call Managed Health Network (MHN) confidentially at 1-800-227-1060
- Three (3) sessions per family member per incident

Alternate Work Schedule Program:

- Eight 9-hour days and one 8-hour day per bi-weekly pay period for employees with City Manager approval